



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 123-16 **ISSUE DATE:** August 1, 2016

**TITLE:** SUPERVISOR OF PATIENTS ACCOUNTS 1 **CLOSING DATE:** August 15, 2016

**LOCATION:** Department of Children and Families (DCF)  
Office of Revenue Development  
50 East State Street  
Trenton, NJ 08625

**POSITIONS:** 1 **RANGE:** R27

**DISTRIBUTION:** STATE WIDE **SALARY:** \$67,714.29 - \$96,415.56

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under general supervision of a Business Manager 1 or other fiscal officer, supervises the billing of clients and other sources for the cost of institutional care, establishes patient accounts; supervises client's financial affairs; secures benefits and other entitlements; supervises the processing of claims and adjustments to client accounts; does other related work.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated below on a year-for-year basis.

**EXPERIENCE:** Four (4) years of experience in investigation work involving the collection and/or accounting of funds.

**SPECIAL NOTE:** Preference will be given to candidates who demonstrate knowledge of federal Social Security Administration regulations, client banking under federal regulations, and audit facilitation.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

[Jennifer.Dowd@dcf.state.nj.us](mailto:Jennifer.Dowd@dcf.state.nj.us)

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Zachary Vogel, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P. O. Box 717**  
**Trenton, NJ 08625**